

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
JANUARY 19, 2005**

The Board of the Directors of the National Environmental Laboratory Accreditation Conference (NELAC) (i.e. Board) met by teleconference on January 19, 2005 at 1:30 p.m., Eastern Standard Time (EST). Chair, Mr. Wayne Davis, Director of the South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification, led the meeting. A list of action items is provided in Attachment A. A list of participants is provided in Attachment B. There was no agenda for the meeting. The purpose of the meeting was to discuss agenda items for the Board of Directors meeting that will take place during the Philadelphia Forum.

INTRODUCTION

Mr. Davis welcomed the participants and took attendance. The meeting was focused on a discussion of NELAC's s agreement with the American National Standards Institute (ANSI) regarding the use of ISO 17025 language in the NELAC Standard. There is concern that the Institute for National Environmental Laboratory Accreditation (INELA) may be considering removing ISO 17025 language from their standard based on a statement made by an individual not on the NELAC Board of Directors that this language was being removed from the NELAC standard. The Board is ultimately unsure of how the agreement with ANSI or ANSI's position on the subject impacts what a Standards Development Organization (SDO) can submit to NELAC or what NELAC can request from a SDO.

Action Items

Item No.	Action	Date Completed
1.	Mr. Davis shall send Ms. Autry the draft agenda for the Board of Directors meeting in Philadelphia	1/13/05

Discussion

NELAC is currently working on developing a solicitation for standards. Changes to the Standard can only be made if they are voted on by the membership. One Board member did not feel that the membership was interested in changing the Standard unless a significant improvement in the Standard is made. Ms. Shields replied that substantial approaches will be needed to back up any proposed changes. Mr. Davis stated that there have been complaints that the standards have changed too rapidly. Ms. Shields added that she did not feel that the NELAC Board could come up with a clear statement in time for the Philadelphia Forum on where they would like to see the Standard improved. She also noted that utilization of the cooperative agreements ~~will~~ may result in the need for changes to the Standard in the future.

In terms of INELA's Standard, Mr. Davis noted that INELA's role is to voice the needs of the laboratory communities. Ms. Shields felt that INELA should also voice the concerns of the private and government sectors. The private sector initially pushed INELA for ISO language. However, although NELAC has the rights to use ISO 17025 language, INELA does not. NELAC and INELA are two separate and distinct organizations. NELAC's actions should not drive INELA's decisions. In addition, the INELA community should only communicate with members of the NELAC Board of Directors for official information on NELAC's plans.

The Board decided to address INELA at the Philadelphia Forum regarding removal of ISO 17025. NELAC also needs to determine whether the membership would like to have ISO 17025 in the NELAC Standard or not. The Board had previously determined that they wanted the Standard to be ISO compatible.

The NELAC Board needs to work closely with the Standards Review Committee (SRC). If the SRC does ask for new standards or changes to the Standard, the consensus of the NELAC stakeholders should be reflected. The SRC has evolved from a committee that originally reviewed those standards for which comments had been received. These were summarized in a table which will be presented at the Philadelphia Forum as a discussion starter. The SRC can then suggest improvements. However, not all of the issues that have been raised are NELAC Standard issues. Some are procedural issues.

There is also a question of the nature of SRC's role. They could be viewed as either a clearinghouse for issues that have been raised with the Standard or decision-makers. One Board member stated that if 2/3 of the SRC agrees that a change must be made to the Standard, a SDO should be asked to work on this change, and the membership can vote on it.

ADJOURNMENT

The teleconference adjourned at 3:00 p.m. Eastern Standard Time (EST). The next regularly scheduled NELAC Board of Director's meeting will be held on February 10, 2005, from 1:00 p.m. - 2:30 p.m. EST. An additional conference call to prepare for the Philadelphia Forum is scheduled for next Wednesday, January 26, 2005 from 1:30 p.m. - 3:00 p.m. EST.

**ACTION ITEMS
NELAC BOARD OF DIRECTORS MEETING
JANUARY 19, 2005**

Item No.	Action	Date to be Completed
1.	Mr. Davis will prepare a list of key points regarding the use of ISO 17025 language in the Standard to present to INELA at the Philadelphia Forum.	1/20/05

**PARTICIPANTS
NELAC BOARD OF DIRECTOR'S MEETING
JANUARY 19, 2005**

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